

WILLMAR CITY COUNCIL PROCEEDINGS
COUNCIL CHAMBERS
WILLMAR MUNICIPAL UTILITIES BUILDING
WILLMAR, MINNESOTA

October 3, 2016
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Marv Calvin. Members present on a roll call were Mayor Marv Calvin, Council Members Audrey Nelsen, Steve Ahmann, Denis Anderson, Rick Fagerlie, Andrew Plowman, Ron Christianson and Tim Johnson. Council Member Shawn Mueske was excused from the meeting. Present 8, Absent 1.

Also present were Interim City Administrator Mike McGuire, Police Chief Jim Felt, Community Education and Recreation Director Steve Brisendine, Planning and Development Services Director Bruce Peterson, Fire Chief Frank Hanson, Finance Director Steve Okins, Public Works Director Sean Christensen, Administrative Assistant Janell Sommers and City Attorney Robert Scott.

There were no additions and deletions to the agenda. Council Member Johnson requested to pull Item 5.B. from the Consent Agenda.

Council Member Anderson offered a motion to adopt the remainder of the Consent Agenda which included the following items: City Council Minutes of September 19, Willmar Municipal Utilities Board Minutes of September 26, Application for Exempt Permit – Glacial Ridge Curling, Board of Zoning Appeals Minutes of September 19, Airport Commission Minutes of September 21, CER Joint Powers Board Minutes of September 23 and the Accounts Payable Report through September 28, 2016. Council Member Ahmann seconded the motion, which carried.

Council Member Johnson questioned the mention of a Community Facilities Task Force being formed by the Mayor to address the possibility of a campus-type WMU/City Complex contained in the Willmar Municipal Utilities Board Minutes of September 26, 2016. City Attorney Robert Scott was asked to address the issue of the Mayor having this authority to be conveyed back to the Council.

Council Member Johnson made a motion to approve the item pulled from the Consent Agenda and file the minutes. Council Member Fagerlie seconded the motion, which carried.

At 7:08 p.m. Mayor Calvin opened the hearing to consider an ordinance amending the Municipal Code, Chapter 6, Article III, Division 2 with adoption of the 2016 Minnesota State Fire Code. Fire Chief Frank Hanson addressed the Council reviewing the proposed changes. There being no one from the public to speak for or against the ordinance, Mayor Calvin closed the hearing at 7:09 p.m.

Council Member Anderson offered a motion to adopt, assign a number and order final publication of the Ordinance Amending the Municipal Code, Chapter 6, Article III, Division 2. Council Member Nelsen seconded the motion, which carried on a roll call vote of 7 Ayes, 0 Noes.

At 7:11 p.m. Mayor Calvin opened the continued hearing for the consideration of Oslo Meadows Special Assessments. Finance Director Steve Okins presented information relating to certifying amounts of special assessment charges to the County Auditor for collection in 2017 through 2021 and provided current values of each parcel. There were six tax forfeited lots sold in late 2015 past the deadline to make the November 1st certification to Kandiyohi County and the purpose of the hearing is to certify these amounts against those tax forfeited lots. The amount pending against each parcel is the difference between the assessments that were unpaid when they became tax forfeited and the amounts the lots were sold for at tax forfeiture sale. No one asked to speak during the continued public hearing. Mayor Calvin closed the hearing at 7:16 p.m.

The Council discussed the possibility of a breakdown in the line of communication between staff and the property owners. Following discussion, Council Member Anderson made a motion to refer this matter to the City Administrator to develop a policy in conjunction with the County for pending assessments. Council Member Nelsen seconded the motion.

It was noted by City Attorney Robert Scott that by passing this motion the Council does not adopt the assessment resolutions. In the future if this matter should be brought back, the City would be required to go through the statutory requirements and provide notice to the property owners a second time. The motion to defer the matter to the City Administrator carried.

No one signed up to speak during the Open Forum.

The Finance Committee Report of September 26, 2016 was presented to the Mayor and Council by Council Member Anderson. There were eleven items for consideration.

Item No. 1 There were no comments from the public.

Item No. 2 Director of Operations John Harren and Finance Director Denise Runge presented the Willmar Municipal Utilities (WMU) 2017 Budget. Total Operating Revenue is estimated at \$33,615,309. Total Operating Expenditures are estimated at \$28,942,312 and the 2017 Intergovernmental Transfer to the City of Willmar is estimated at \$2,152,600. The projected Net Income for 2017 is \$2,460,730. The 5-year projections for revenues, expenditures and capital improvements were also presented. It was noted that per new MISO requirements, Council approval of the WMU Budget is now required prior to October of each year.

The Committee was recommending the Council accept the proposed 2017 WMU Budget as presented. Council Member Anderson moved the recommendation of the Committee. Council Member Nelsen seconded the motion, which carried.

Item No. 3 Police Chief Jim Felt explained to the Committee that the Willmar Police Department and Public Works Department jointly purchased a Stalker 360 Message trailer in August, 2016, in the amount of \$12,750. This trailer was a demo model that was being stored and was obtained at a substantial discount. The trailer contains a radar unit for traffic count/monitoring along with a 3' x 6' programmable message board for traffic warning message, community announcements, etc. It was noted that this item was not on a vehicle committee worksheet prior to this time and that both the Police and Public Works Departments utilized existing funds in the amount of \$6,375 each from their 2016 operating budgets for this purchase.

It was the recommendation of the Committee to introduce a resolution to approve the purchase of the Stalker 360 Message trailer in the amount of \$12,750 and that funding of \$6,375 each be transferred from the respective 2016 Operating Budgets for the Police Department and the Public Works Department as presented.

Resolution No. 1 was introduced by Council Member Anderson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 1

BE IT RESOLVED by the City Council of the City of Willmar to authorize the purchase of the Stalker 360 Message Trailer from Stalker Radar Applied Concepts, Inc., in the amount of \$12,750; and

BE IT FURTHER RESOLVED by the City Council of Willmar, Minnesota, that funds be reallocated from the 2016 Police Department and Public Works Department Operating Budgets as follows:

DECREASE: 2016 Police Department Operating Budget/Small Tools	\$ 6,375
DECREASE: 2016 Public Works Department Operating Budget/Small Tools	\$ 6,375
INCREASE: 2016 Police Department Capital Outlay/Equipment	\$12,750

Dated this 3rd day of October, 2016.

/s/ Marv Calvin

Mayor

/s/ Mike McGuire

Attest: Interim City Administrator

Item No. 4 Staff explained to the Committee that the City Council previously authorized the financing for the 2016A Street Program and authorized the Pricing Committee to negotiate with local banks to price the financing. The criteria used included an amount not to exceed \$1,600,000 with an interest rate not to exceed 3.25%. As a result of these negotiations, the proposal is for four institutions to participate with an interest rate of 2.50% as follows: Lake Region Bank \$500,000; Home State Bank \$500,000; North American State Bank \$500,000; and Concorde Bank \$100,000.

The Committee was recommending the Council introduce a resolution authorizing staff to finalize the 2016A Street Financing for \$1,600,000 utilizing an interest rate of 2.50% with the following institutions: Lake Region Bank \$500,000; Home State Bank \$500,000; North American State Bank \$500,000; and Concorde Bank \$100,000.

Resolution No. 2 was introduced by Council Member Anderson, seconded by Council Member Christianson, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 2

BE IT RESOLVED that the City Council of the City of Willmar hereby authorizes the Pricing Committee to execute the 2016A Street Financing documents with Lake Region Bank for \$500,000; Home State Bank for \$500,000; North American State Bank for \$500,000; and Concorde Bank for \$100,000 totaling \$1,600,000 with a flat interest rate of 2.50%.

Dated this 3rd day of October, 2016.

/s/ Marv Calvin

Mayor

/s/ Mike McGuire

Attest: Interim City Administrator

Item No. 5 Staff explained to the Committee that the estimated costs for preparation and distribution of the Local Option Sales Tax Brochures total \$10,000. These costs will be charged to the 2016 Mayor/Council Operating Budget Professional Services line item. It was noted that as of August 31, 2016, the unspent balance in this expenditure account totaled \$24,000.

The Committee was recommending the Council authorize \$10,000 from the 2016 Mayor/Council Operating Budget Professional Services line item for the preparation and distribution of the Local Option Sales Tax Brochures. Council Member Anderson moved the recommendation of the Committee. Council Member Nelsen seconded the motion, which carried.

Item No. 6 Steve Brisendine, CER Director, explained to the Committee that Marc Jerzak of the Willmar Stingers contacted City staff and the Mayor, requesting that the City waive the fee for two games in August that were played at Baker Field. They have made this request due to the cancellation of the remaining games at the stadium due to water issues from the storm that took place last month. Staff recommends that the City follow the lease and have the Stingers pay the \$820 due for the two games at \$410 each. Staff prepared the field for usage and West Central Industries cleaned the stadium after the games at a cost of \$160 per game so the City has had an outlay of cash for these two games that would be recovered by the lease payment.

The Committee's recommendation to the Council was to adhere to the lease with the Willmar Stingers requiring the payment of rent for the two August home games actually played for a total of \$820. Council Member Anderson moved the recommendation of the Committee. Council Member Christianson seconded the motion, which carried.

Item No. 7 Steve Brisendine, CER Director, explained to the Committee that staff was approached about writing an application to the Otto Bremer Foundation for a grant to support funding efforts for the Destination Playground at Robbins Island. It is proposed that the grant request be in the amount of \$150,000. Staff has submitted applications to this organization before and believes this grant will be well received. It was noted that funding requests are due in early October.

The Committee was recommending the Council introduce a resolution authorizing staff to submit an application for an Otto Bremer Foundation Grant for \$150,000 for improvements at Robbins Island.

Resolution No. 3 was introduced by Council Member Anderson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 3

BE IT RESOLVED that the City Council of the City of Willmar hereby authorizes the Mayor and City Administrator to submit an application for an Otto Bremer Foundation Grant for \$150,000 for improvements at Robbins Island.

Dated this 3rd day of October, 2016.

/s/ Marv Calvin
Mayor

/s/ Mike McGuire

Attest: Interim City Administrator

Item No. 8 Steve Brisendine, CER Director, explained to the Committee that staff was contacted this summer about leading efforts to create some water safety initiatives in reaction to the tragic death of two young Willmar residents this past summer. Staff will work with community members to create opportunities over the next couple of years around water safety programming. This effort could be in the form of swim lessons, waterfront safety programming, and utilizing experts in the field to offer low or no cost programming to our community members. We plan to target our newest residents and those not comfortable around the water. We will utilize all of our assets such as the indoor pools, the Aquatic Center, and Robbins Island to assist with this effort. Blue Cross Blue Shield's donation of \$10,000 could lead to some great efforts around water safety in the future.

It was the recommendation of the Committee that the Council accept the donation of \$10,000 from Blue Cross Blue Shield for water safety efforts in Willmar. Council Member Anderson moved the recommendation of the Committee for the donation acceptance. Council Member Nelsen seconded the motion, which carried.

Item No. 9 Steve Brisendine, CER Director, explained to the Committee that due to having ice available this early in the year, a new youth hockey program was started this fall in conjunction with the Willmar Hockey Association, Willmar Warhawks, and Civic Center staff. There are 150 students involved in this activity with additional revenues projected of \$10,650 along with associated expenses mostly pertaining to supplies for the purchase of new jerseys for the participants to wear for this activity as well as additional staffing costs. Staff is requesting to increase both the revenues and expenditures in the 2016 Civic Center Operating Budget by this amount.

The Committee was recommending the Council introduce a resolution revising the 2016 Civic Center Operating Revenues and Expenditures by \$10,650 to accommodate the new hockey program as presented.

Resolution No. 4 was introduced by Council Member Anderson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 4

BE IT RESOLVED by the City Council of the City of Willmar that the 2016 Civic Center Operating Budget be revised to reflect additional revenues and expenditures, resulting from a new youth hockey program, as follows:

INCREASE: 2016 Civic Center Operating Budget/Revenues	\$10,650
INCREASE: 2016 Civic Center Operating Budget/Expenditures/Supplies	\$10,650

Dated this 3rd day of October, 2016.

/s/ Marv Calvin

Mayor

/s/ Mike McGuire

Attest: Interim City Administrator

Item No. 10 Staff reviewed with the Committee the 2017 Mayor's Proposed Budget Schedule. Discussion centered on dates and information needed to review and recommend a 2017 Budget. It was noted that, to date, October 10, 2016, has been set to discuss the Capital Improvements, Facilities, and Pavement Management Systems. It was the consensus of the Committee members that the budget meetings, including the one scheduled for October 10th be full council meetings. Council Member Ahmann requested detail of items being added or deleted in the budget and that a line item be established in the budget specifically for ditch cleaning. This matter was received by the Council for information only with a notation that the meeting date will be changed to October 12th.

Item No. 11 The Committee received the following reports: 07/31/16 Rice Memorial Hospital Financial Report and 08/31/16 Status of 2016 Capital Improvement Program. This matter was received by the Council for information only.

The Finance Committee Report for September 26, 2016, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Anderson, seconded by Council Member Ahmann, and carried.

The Public Works/Safety Committee Report of September 27, 2016 was presented to the Mayor and Council by Council Member Christianson. There were five items for consideration.

Item No. 1 There were no public comments.

Item No. 2 Chief Felt noted the jail census for September 27, 2016 was 134; 33 inmates from the Department of Corrections, 78 inmates from Kandiyohi County and 23 inmates from other counties. The calls for service since September 13, 2016 totaled 733 and are 5 days ahead of this date last year. The majority of calls for the last two weeks were for traffic stops, followed by public assists and abandoned vehicles.

Chief Felt asked for support from the Committee to allow a number of the police squad cars to change out the license plate for the month of October for Breast Cancer Awareness Month. The license plates were purchased from a donation, and will go up for silent auction after the months use with proceeds going to the American Cancer Society.

Chief Hanson noted total Fire Department calls for service in the previous weeks totaled 6. The total calls for service this year is 240. The dispatch to onsite time is currently 8 minutes 45 seconds.

Chief Hanson informed the Committee of the upcoming Story Time at the Fire Station which is scheduled for Tuesday, October 4th from 5:30-7:30 p.m. Chief Hanson also informed the Committee the Fire Fighters Association has purchased t-shirts for Breast Cancer Awareness Month; collections will be taken during the month with proceeds going to the American Cancer Society. The updates from both departments were received for information only.

Item No. 3 The City entered into an agreement on April 18, 2016 with Duininck, Inc. for the parking lot repair at Technology Drive NE – parking lot adjacent to 1801 Technology Drive NE. The final pay request is hereby submitted for consideration and staff is recommending final payment be made. The Committee was recommending the Council accept the project and authorize final payment in the amount of \$31,344.45.

Resolution No. 5 was introduced by Council Member Christianson, seconded by Council Member Ahmann, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 5

ACCEPTING PROJECT AND AUTHORIZING FINAL PAYMENT

IMPROVEMENT: Project No. 1604 – Parking Lot Repair at Technology Drive NE – parking lot adjacent to 1801 Technology Drive NE.

CONTRACTOR:	Duininck Inc.
DATE OF CONTRACT:	April 18, 2016
BEGIN WORK:	July 12, 2016
COMPLETE WORK:	July 21, 2016
APPROVE, ENGINEERING DEPT:	September 20, 2016

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that:

1. The said City of Willmar Project No. 1604 be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$34,787.00
FINAL NET CONTRACT AMOUNT, PROPOSED:	\$31,344.45
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$31,344.45
Less Previous Payments	\$0

FINAL PAYMENT DUE CONTRACTOR: \$31,344.45

Dated this 3rd day of October, 2016.

/s/ Marv Calvin
Mayor

/s/ Mike McGuire

Attest: Interim City Administrator

Item No. 4 The City entered into an agreement on July 6, 2015 with Quam Construction for the pond improvements at Civic Center Drive NE. The final pay request is hereby submitted for consideration and

staff is recommending final payment be made. The Committee was recommending the Council accept the project and authorize final payment in the amount of \$9,054.23.

Resolution No. 6 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 6

ACCEPTING PROJECT AND AUTHORIZING FINAL PAYMENT

IMPROVEMENT: Project No. 1505 – Pond Improvements at Civic Center Drive NE.

CONTRACTOR:	Quam Construction
DATE OF CONTRACT:	July 6, 2015
BEGIN WORK:	July 30, 2015
COMPLETE WORK:	June 10, 2016
APPROVE, ENGINEERING DEPT:	September 20, 2016

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that:

1. The said City of Willmar Project No. 1505 be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$104,869.10
CHANGE ORDER NO. 1:	\$4,461.15
FINAL NET CONTRACT AMOUNT, PROPOSED:	\$ 96,322.79
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$ 96,322.79
Less Previous Payments	\$87,268.56

FINAL PAYMENT DUE CONTRACTOR: **\$ 9,054.23**

Dated this 3rd day of October, 2016.

/s/ Marv Calvin
Mayor

/s/ Mike McGuire

Attest: Interim City Administrator

Item No. 5 Chief Hanson informed the Committee the 2016 Insurance Services Office (ISO) report was recently released to the City of Willmar. The rating for 2016 was a four, which is a score higher than the three that was scored in 2008. Chief Hanson explained the scoring system had changed as they scored the City of Willmar, Dove Township, and Willmar Township together. The scoring is based on a number of items, a few of the items being: number of firefighters responding to calls, communication system, equipment, water distribution, and training of fire fighters. Chief Hanson informed the Committee if the City was able to make some changes, they would be able to request a rescore prior to the scheduled eight years. The Council received the rating report for information only.

Council Member Ahmann brought before the Committee his request for information on storm water detention ponds. Council Member Nelsen requested the report prepared by Bolton & Menk be sent out to the Committee for their review. Interim Administrator McGuire informed the Committee he will direct staff to send out the report.

The Public Works/Safety Committee Report for September 27, 2016, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Christianson, seconded by Council Member Ahmann, and carried.

The Labor Relations Committee Report of September 28, 2016 was presented to the Mayor and Council by Council Member Ahmann. There were four items for consideration.

Item No. 1 There were no public comments.

Item No. 2 Public Works Director Sean Christensen presented for consideration a request to exercise the City's adopted Working out of Class Policy to compensate Wastewater Treatment Plant Working Foreman Jim Gauer for assuming the role of Interim Superintendent since the position became vacant on September 17, 2015. The Working Foreman base salary is \$24.07 per hour. The retroactive pay from September 17, 2015 is proposed to be an additional \$2.41 per hour, with compensation going forward until the position is filled at the hourly rate of \$35.54. It was staff's recommendation to compensate Mr. Gauer as allowed by the Working out of Class Policy.

The Committee was recommending the Council approve the recommendation of staff to compensate Mr. Gauer according to the Council adopted Working out of Class Policy. Council Member Ahmann moved the recommendation of staff. Council Member seconded the motion. The Council discussed the compensation and the question was raised of what the rate would be going forward. Staff was directed to look into the policy further and determine the calculation of the correct rate. Upon clarification of the intent of the motion and the direction to staff to follow the policy, the motion carried.

Item No. 3 Interim City Administrator Mike McGuire updated the Committee on the status of filling the Human Resource Director position informing them the interview committee met with six candidates of which two were selected as top candidates and background checks completed. It was the consensus of the interview committee to offer the position to Bridget Buckingham. Mr. McGuire touched on Ms. Buckingham's work experience and abilities. He also informed the Committee of the recommended salary range offered by Springsted and his plan to offer her a starting salary at the midpoint of Range 11 with the intention that after a satisfactory six-month performance review, an up to six percent increase may be added to her salary.

The Committee was recommending the Council approve the recommendation as outlined by staff to offer the position of Human Resource Director to Bridget Buckingham. Council Member Ahmann moved the recommendation of the Committee. Council Member Nelsen seconded the motion, which carried.

Item No. 4 Interim City Administrator McGuire updated the Committee on the status of the City Clerk position. An interview committee interviewed two qualified applicants and an offer will be forthcoming. The position is a Range 7 with a salary range provided by Springsted of \$52,000 - \$68,000. The Council received this for information only.

Interim City Administrator McGuire updated the Council stating the City Clerk position was offered to existing employee, Judy Thompson, who has accepted the position effective this date.

The Labor Relations Committee Report for September 28, 2016, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Fagerlie, seconded by Council Member Nelsen, and carried.

Interim City Administrator McGuire stated the City is required by election law to post and publish the polling locations for the 2016 General Election. The resolution containing the polling locations was brought before the Council.

Resolution No. 7 was introduced by Council Member Anderson, seconded by Council Member Ahmann, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 7

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that the following buildings be designated as the official voting locations for the 2016 General Elections:

FIRST WARD:	1 st Precinct	Willmar Community Center 624 North Highway 71
	2 nd Precinct	Lakeview Apartment Building 300 North 7th Street
	3 rd Precinct	Word of Faith Family Church 3010 7 th Avenue Northwest
SECOND WARD:	1 st Precinct	St. Mary's Catholic Church 713 Southwest 12th Street
	2 nd Precinct	Vinje Lutheran Church 1101 Willmar Avenue Southwest
	3 rd Precinct	Rock of Life, CRC 1708 Southwest 8th Street
THIRD WARD:	1 st Precinct	Willmar Conference Center 2100 East Highway 12
	2 nd Precinct	Highland Apartments 115 East Becker Avenue
	3 rd Precinct	City Auditorium 313 West 6th Street
FOURTH WARD:	1 st Precinct	Refuge Church 1000 6 th Street Southeast
	2 nd Precinct	Calvary Lutheran Church 302 Olena Avenue
	3 rd Precinct	Redeemer Lutheran Church 1401 Southwest 6th Street

Dated this 3rd day of October, 2016.

/s/ Marv Calvin
Mayor

/s/ Mike McGuire

Attest: Interim City Administrator

Interim City Administrator McGuire presented the resolution appointing the Election Judges for the 2016 General Election which is done in accordance with Minnesota Statutes. At least two judges in each precinct must be affiliated with different political parties.

Resolution No. 8 was introduced by Council Member Anderson, seconded by Council Member Christianson, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 8

BE IT RESOLVED, that the individuals listed below be appointed as Judges to work at the General Election in the City of Willmar on Tuesday, November 8, 2016:

WARD ONE	Precinct One:	Pat Morse, Co-Head Judge Cheryl Retrum, Co-Head Judge Shirley Rolffs Tina Harried Kent Skoglund Wallis Klause
	Precinct Two:	Ramona Berg-Perry, Co-Head Judge Ardell Engwall, Co-Head Judge Carol Wegner, Assistant Head Judge Samuela Heyer Rita Dragt Darlene Estwick
	Precinct Three:	Eugene Kerfeld, Co-Head Judge Lynn Shuldes, Co-Head Judge George Christensen Evelyn Paulson JoAnn Jagt Shelley Hedlund
WARD TWO	Precinct One:	Mary Louise Wallin, Co-Head Judge Helen Behrends, Co-Head Judge Karen Stern, Assistant Head Judge James Buisman Millicent Larsen George Berg Paul Borene
	Precinct Two:	Dan Reigstad, Head Judge James Halverson, Assistant Head Judge Sharon Cruze, Assistant Head Judge Patrick Curry Clara DeRonde Carol Laumer
	Precinct Three:	Donna Hillenbrand, Co-Head Judge Duane Bock, Co-Head Judge A. Marilyn Hanson Mary Lorentzen Mary Catherwood Shirley Ringness
WARD THREE	Precinct One:	Nancy Snyder, Co-Head Judge Sally McAdams, Co-Head Judge Susan Schiro G. Richard Huesing Nancy Chamberlain Kathryn Halldin

	Precinct Two:	Julie Rote, Co-Head Judge Ardel Stiles, Co-Head Judge Donna Krogsrud Diane Plowman Marlene Vossen Barbara Borene
	Precinct Three:	LeAnn Griepentrog, Head Judge Sonja Duruji, Assistant Head Judge Jan Crackel, Assistant Head Judge Joan Kuhn Myla Lindstrand Susan Thorson Don Thompson
WARD FOUR	Precinct One:	David Rogers, Co-Head Judge Susan Brauchler, Co-Head Judge Joan Glaesman Sandra George Janice Olson Sally Packer
	Precinct Two:	Dennis Krueger, Co-Head Judge Marsha Butterfield, Co-Head Judge Mary Huesing Carl Shuldes Mary Konieczny
	Precinct Three:	Suzanne Rogers, Co-Head Judge Connie Heath, Co-Head Judge Janice Krueger Mary Bock Connie Peters Arend Jagt
	Absentee Judges:	Marv Kray Ardell Engwall

Dated this 3rd day of October, 2016.

/s/ Mike McGuire
Attest: Interim City Administrator

/s/ Marv Calvin
Mayor

Interim City Administrator McGuire presented a State Application and Permit for a One-Day to Four-Day Temporary On-Sale Liquor License from the Willmar Rotary Club to sell alcohol during a St. Thomas Exhibition Hockey event at the Civic Center event from November 5 through November 6, 2016. Council Member Christianson made a motion to approve the On-Sale Temporary Liquor License for the Willmar Rotary Club. Council Member Ahmann seconded the motion, which carried on a roll call vote of 7 Ayes, 0 Nays.

Interim City Administrator McGuire presented an application for a Civic Center Arena Special Event by On-Sale Liquor License Holder. The Willmar Warhawks, a Tier III Ice Hockey Team, plan to serve alcohol

during the hockey season starting October 15, 2016 and running through March 11, 2017. The TPI Core Inc. dba Holiday Inn/Green Mill Willmar has applied for this permit with on-site employee listed as Ryan Nelson. Council Member Anderson made a motion to approve Civic Center Arena Special Event by On-Sale Liquor License as presented. Council Member Christianson seconded the motion, which carried on a roll call vote of 7 Ayes, 0 Nays.

Announcements for Council Committee meeting dates were as follows: Finance/Full Council, 4:45 p.m., Council Chambers October 12th.

Mayor Calvin announced that John Harren has been selected as the new General Manager at Willmar Municipal Utilities.

Council Member Anderson offered a motion to adjourn the meeting with Council Member Nelsen seconding the motion, which carried. The meeting adjourned at 8:19 p.m.

Attest:

MAYOR

SECRETARY TO THE COUNCIL